

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



Administrative Issuance: CFSA-12-5

TO: All-staff

FROM: Andrea Guy, Deputy Director
Office of Planning, Policy, and Program Support

DATE: April 2, 2012

RE: Training Hour Requirements

The Child and Family Services Agency (CFSA) through the Child Welfare Training Academy (CWTA) provides quality training opportunities CFSA and CFSA-contracted social workers, family support workers, nurse care managers (NCMs), supervisors, managers (including program administrators), and resource parents.

This administrative issuance outlines the pre- and in-service training hour requirements for direct service staff,¹ and resource parents. The specific intent of this issuance is to ensure that all direct service staff and resource parents are fully informed of CFSA's expectations for completing individual training hours in a timely manner. The *pre-service and in-service training policies* for social workers, family support workers, resource providers, and nurse care managers will provide more detailed information on CWTA in general, as well as information on training enrollment or training options.

If you have any questions regarding this issuance, please contact the Administrator for CFSA's Office of Training Services.

Pre-Service Training Hour Requirements for CFSA and Private Agency Direct Staff²

1. CFSA social workers are currently required to complete 195 hours of pre-service training. Additional hours may be required for FACES.net training, depending upon the social worker's administrative assignment and position title.
2. Private agency social workers are required to complete 159 hours of pre-service training. Additional hours may be required for FACES.net training, depending upon the social worker's administrative assignment and position title.
3. Family support workers are required to complete 103 hours of pre-service training including 7 hours of FACES.net training.
4. Nurse care managers are required to complete 85 hours of pre-service training, including 7 hours of FACES.net training.

Note: pre-service training is continually reviewed and enhanced to ensure meeting of staff training needs and therefore pre-service training hours are subject to change.

¹ Direct service staff members include CFSA and CFSA-contracted social workers, supervisors, managers, and family support workers, in addition to CFSA nurse care managers (NCMs) who provide direct services to children, youth, and families.

² Training hours are subject to change as CWTA continues enhancement of the pre-service training curriculum.

5. Newly-hired CFSA and private agency supervisors and managers are required to complete 60 hours of specialized supervisory pre-service training within the first 8 months of employment. In addition, supervisors are required to complete FACES.net training, based on their previous experience as a direct service social worker and administrative assignments.
6. All social workers acting in the role of supervisor are required to complete 60 hours of specialized supervisory pre-service training within the first 8 months of assuming supervisory responsibilities. In addition, acting supervisors are required to complete FACES.net training based on any previous training on FACES.net and administrative assignments.

In-Service Training Hour Requirements for CFSA and Private Agency Direct Service Staff

1. All CFSA and private agency social workers, family support workers, and NCMs are required to complete 5 days or 30 hours of in-service training per year. The year begins July 1st and ends June 30th the following year. Training hours may be pro-rated depending on when the direct service staff member completed pre-service training, e.g., an employee who completes pre-service training on May 31st will be exempt from beginning in-service training until July 1st.
2. All CFSA and private agency supervisors and managers are required to complete 24 hours of in-service training per year.

Pre-Service and In-Service Training Hour Requirements Resource Parents

1. Resource parents are required to complete a minimum of 30 hours of pre-service training as part of their licensing requirements. For more detailed information, refer to CFSA's Relationship with Resource Parents Policy and 29 DCMR § 6026.2.
2. In-service training hours for resource parents begin on the renewal date for full licensure.
 - a. To maintain a current license, resource parents shall complete a minimum of 30 hours of in-service training for a 2-year license.
 - b. For homes with two resource parents, each parent must have the required training hours.